

## Tips for Writing Awards

### Selecting the Appropriate Award:

Review the background and achievements of the person you are nominating. It is often helpful to get this from the person, although this may be difficult if you are trying to keep the nomination a surprise. Review the Mission of the PHS (<http://www.hhs.gov/progorg/nursing/Manual/ch1.htm>) to identify areas in which the nominee(s) contributions support the mission and goals of the PHS.

### Documenting Accomplishments:

- Use the criteria for the award as your guide. In your write up, provide specific examples that show how the nominee(s) met the criteria.
- Describe each accomplishment, **how** it was accomplished and **how** it exceeded normal requirements.
- Use specific and simple words in your descriptions. Action words and verbs have more impact than passive verbs with lots of adverbs. Verbs and nouns are stronger than adjectives and adverbs.
- Provide as much detail as possible. Back up your statements with facts. Do not philosophize and/or draw conclusions.
- Avoid vague generalizations. Quantify as much as possible.
- Do not assume that the Awards Subcommittee knows anything about your department or agency, or the specific accomplishment being described.
- Try to avoid technical language unless you can briefly explain what it means.
- Limit the submission to two pages.
- Well-typed nominations are easier to read, rate and provide a better image. Have a colleague with a "good editorial sense" read over your nomination.

### Sample Submission Outline:

#### Section 1:

Provide identifying information on the nominee(s)

- Name
- Rank or Grade
- Title/Position
- Credentials
- Award you are nominating them for

#### Section 2:

Describe the nominee(s) responsibilities and their relationship to the overall responsibilities and mission of the organization to which they are assigned. This section should summarize for the reviewers what the organization does and how the contributions of the nominee(s) fit into the mission of the PHS. It should prepare the reviewer(s) to better understand and evaluate the following section in which the nominee(s) contributions and benefits are highlighted.

#### Section 3:

If applicable, describe the purpose of the study or intent of the project the nominee(s) was/were involved in.

#### Section 4:

Describe the noteworthy accomplishments of the nominee(s). Keep in mind that you are describing something to someone who was not there and who has not necessarily seen the immediate results of the nominee(s) work. Try to give specific examples of what the nominee(s) has done, including descriptions of the measurable benefits, and impact on the mission and attainment of PHS goals (see tips listed above).